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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010005-0
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 27 January 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

(1) The physical inventory of Family Group 7 is scheduled for the week ending 12 February. Warehousing of material and preparation for this inventory has been completed. Because of the magnitude of the inventory of this material, we are planning to conduct the inventory on Saturday and Sunday. The completion of this inventory will complete the cycle for annual physical inventories of material in the [REDACTED]

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(2) A conference is scheduled to be held [REDACTED] on 27 January concerning the processing of arms and related items. This conference will be attended by representatives of the Agency Security Office, PBS Safety and Inspection, Real Estate and Construction Division, and the Supply Division. It is hoped that the results of this conference will enable us to obtain a final solution to the problems raised by the PBS Safety Officials.

b. Supply Training: (continued item)

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(1) An application has been submitted and approved by the Chief of Logistics for the enrollment of [REDACTED] in a newly established Army Supply Management Course at Fort Lee, Virginia, during the period 25 March to 17 June 1955. Contingent upon the report and evaluation of this course as a result of [REDACTED] attendance, it is planned that the majority of the key individuals in the Supply Division will attend this course on a programmed basis.

(2) Seventeen Agency personnel are scheduled to attend the 6th Logistics Support Course. Preparation for the Supply Division phase is proceeding as scheduled. ✓

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(3) An application has been submitted for a member of the Supply Division for training in "Fundamentals of Standardization" conducted by the Department of Agriculture Graduate School. This course is conducted after duty hours from 7 February to 27 May.

(4) Two Supply Division personnel attended the TSS Item Familiarization Demonstration on 26 January.

2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) Volume 2, "Transportation and Aerial Delivery Equipment," has been completed and distribution is being made.

(2) Negatives for electrical Connectors have been forwarded to Reproduction for printing.

(3) Panels for Group 71, "Furniture," have been sent to Reproduction to be photographed.

(4) Classes 5905, 5910, and 5915 are being prepared for typing.

b. Maintenance Parts Lists: (continued item)

(1) Proofs have been received and approved for Maintenance Parts Lists #2 and #3, "Receiver, Radio, [REDACTED] and "Generator Set, Gasoline Engine, [REDACTED]"

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25X1A c. [REDACTED] (continued item)

Processing of material for shipments is continuing in a routine manner.

d. Requirements Forecasts: (continued item)

(1) FY 56 and 57 Forecasts:

(a) All forecasts have now been received with the exception of the SE Division and the Communications Section for the WH Division. Continued contact is being maintained with these activities to obtain these forecasts. The SE forecast has been delayed because of a radical revision of the program for one of the major stations in that area.

(b) It is planned that all forecasts, except those not received, will be forwarded to Machine Records for processing by 31 January.

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c. Safe Files: (continued item)

No new developments.

d. Field Visits: (new and completed item)

(1) [REDACTED] is visiting a training station for the purpose of reviewing Supply procedures and assisting in the development of Supply activity at that station.

(2) Two representatives of the Supply Division visited [REDACTED] to assist in Supply matters.

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25X1C

[REDACTED]

f. Close-Out of Project [REDACTED] (new and completed item)

The Supply Division has reviewed the assets of the principal office of the [REDACTED] [REDACTED] has been given instructions for disposal of those assets. Some of the material will be picked up in our stocks and the remainder will be sold by the company.

g. Project [REDACTED] (new and completed item)

A dispatch has been forwarded to the Senior Representative, [REDACTED] providing instructions for the appointing of an accountable officer, station number, and control and reporting of stocks.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum, dated 18 October 1954, for the "Quarterly Summary of Office Objectives."

LO/SD/ACC:dmg (27 Jan. '55)

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